UC San Diego Special Circumstance - Cost of Attendance Appeal (COA) Instructions

A Special Circumstance - Cost of Attendance (COA) appeal is a request to increase your estimated cost of attendance due to educational costs that exceed your UC San Diego standard cost of attendance. For the current cost of attendance for your program visit fas.ucsd.edu/cost-of-attendance.

The additional costs must occur during your period of attendance at UC San Diego for the current academic year, with an exception for computer purchases made during the summer for use during the fall quarter.

ALLOWABLE COSTS MAY INCLUDE:

- LIVING EXPENSES (including Rent/Mortgage and Utilities)
- BOOKS AND SUPPLIES
- TRANSPORTATION /TRAVEL
- CHILD CARE
- COMPUTER
- MEDICAL CARE/ DISABILITY
- ADDITIONAL COURSE FEES/EXPENSES
- OTHER

Deadline: 2026-2027 current academic year Special Circumstance - COA Appeals must be **submitted by May 15, 2027**. Costs accrued for Summer 2026 enrollment can be documented through the end of your enrolled summer session.

Please note:

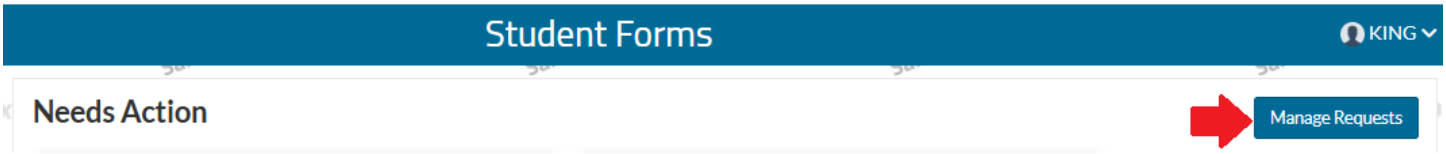
- You must be a current, registered UC San Diego student to appeal.
- Approved appeals will receive an increase in financial aid, based on student eligibility and funding availability.
- An appeal submission request does not guarantee approval.
- Original documentation is *not* required.
- **Expenses not covered include the following:** credit card debt, cable bill, initial car purchase, trips for entertainment purposes.

The Document Submission Tool allows you to electronically submit documents directly to the UC San Diego Financial Aid and Scholarships Office.

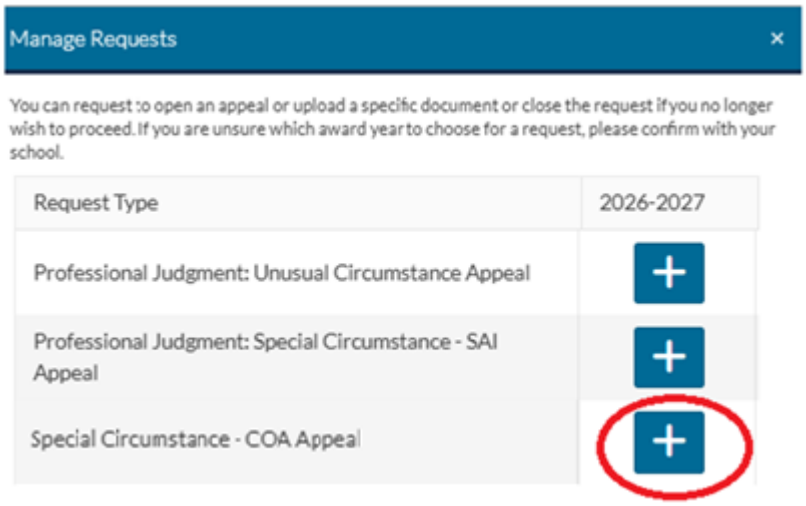
Please review the following before continuing to the Document Submission Tool:

Set up access through the Document Submission Tool before requesting an appeal. Instructions and a link to the Document Submission Tool are available in your Financial Aid Portal under the **Financial Aid** page. Be sure to select the 2026–27 aid year. After your Document Submission Tool account has been created, you can access it at any time by logging into the Financial Aid Portal, selecting **Financial Aid** from the **Financial Tools** tab, and navigating to the **Important Info** section.

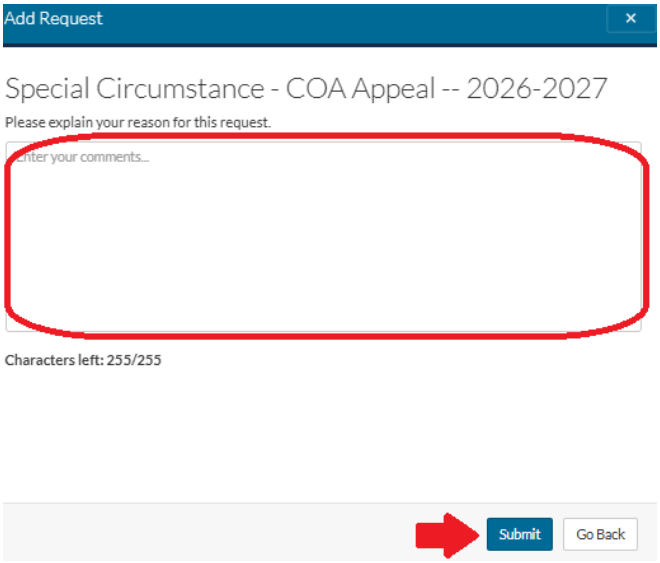
1. Once you are logged on, you may request an appeal by selecting the “Manage Requests" button.



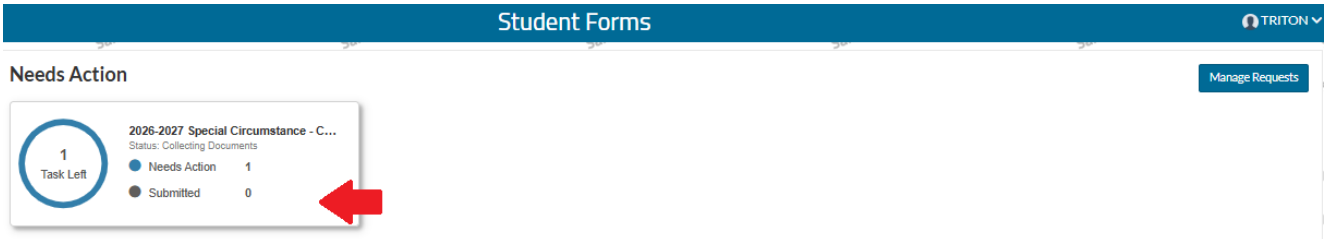
2. Then select the "+" for "**Special Circumstance - COA Appeal**" under the applicable school year.



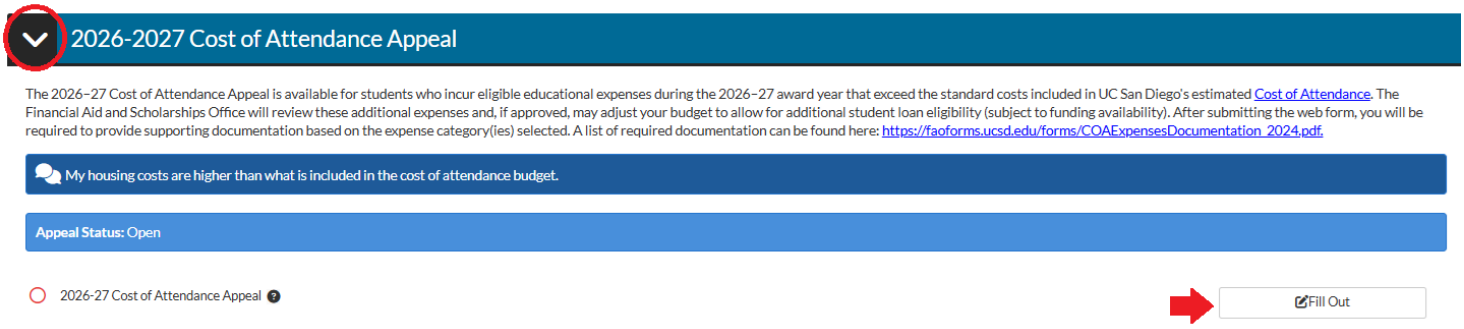
3. When requesting the Special Circumstance - COA Appeal, enter a brief explanation for the request. This is not your appeal statement, so please keep your explanation brief.



4. Select the "Special Circumstance - Cost of Attendance Appeal"

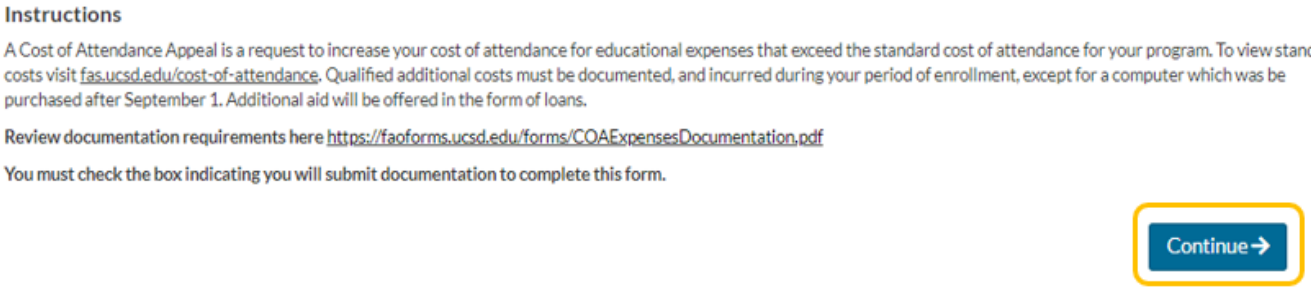


5. Open the Special Circumstance - COA Appeal form and click "**Fill Out**."

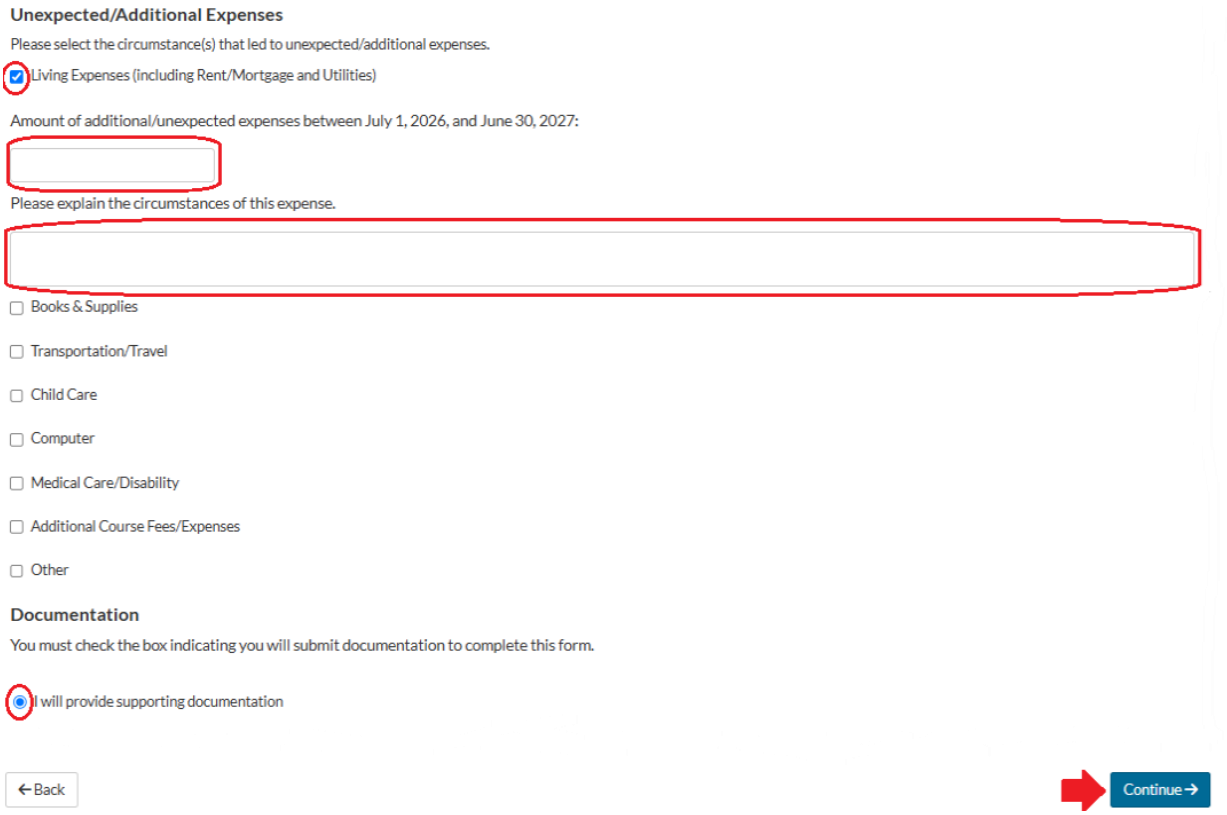


Review Instructions and Acceptable Documentation link. You must upload documentation for your request to be processed. Acceptable documentation: https://faoforms.ucsd.edu/forms/COAExpensesDocumentation_2024.pdf

Click "**Continue**"

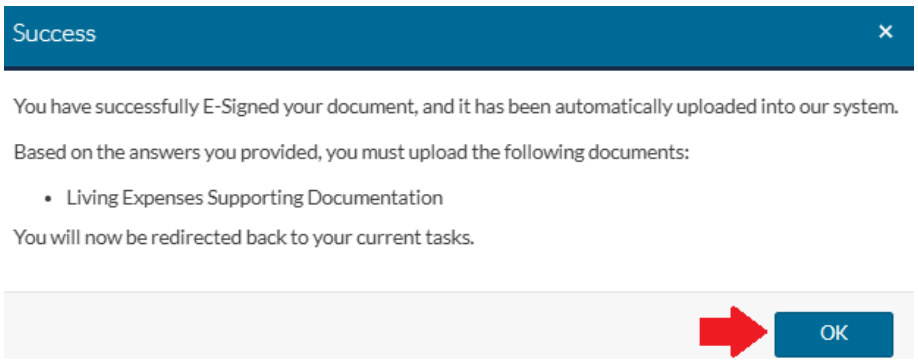


6. Under "Unexpected/Additional Expenses"
    a. Select the applicable check boxes you are documenting.
        i. For each item enter the estimated amount of the additional/unexpected expenses for the academic year AND a detailed explanation addressing the circumstance of the expense.
            1. Please note: while the form requests costs between July 1, 2026, and June 30, 2027, we will only consider documented expenses accrued during your specific period of enrollment (e.g. if attending Fall 2026 only, we will look at September - December 2026, and not costs for the entire 2026-2027 academic year.
    b. Check the box "I will provide supporting documentation" and then "**Continue**."



7. Sign and submit your form.

8. You will be presented with a box indicating the required documentation. Select "**OK**"



9. Upload any required supporting documentation by pressing "Upload" and then "Add Page(s)" for more than one document. If you forgot what documents are required for the appeal reason, you can click the pdf form link to review required documentation under the reason you checked or hover over the question mark.

10. Click "**Submit**" and "**Finish**" once all tasks have been completed.

You will be notified by Financial Aid and Scholarships when your appeal has been processed, or if any additional information is required.